

DELAWARE TRANSIT CORPORATION

POSTING NO 048-2013

POSITION VACANCYPOSTING

DATE OF POSTING February 11, 2013

CLOSING DATE February 18, 2013

METHOD OF APPLICATION: Employment Application and/or Cover Letter and Resume

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **February 18, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 992 JOB CODE #: 066

POSITION TITLE Service Technician

PAY GRADE 8 PAY RATE PAY RANGE \$13.201153- \$17.601538
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Dart III DEPARTMENT Transportation
SECTION Maintenance

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 4:00 AM – 12:30 PM SCHEDULED DAYS: Sunday - Thursday

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SUMMARY OF POSITION:

The Service Technician is responsible for the general servicing of vehicles and equipment, as well as cleaning the interior and exterior of vehicles and facilities. The incumbent is responsible for performing grounds maintenance duties to include general up-keep and trash and snow removal. Specific responsibilities include inspecting and servicing all vehicles in accordance with manufacturers/DTC specifications; checking tire/wheels for secure lugs, proper inflation and serviceability; identifying and documenting missing/defective equipment; replacing decals; performing routine servicing of automated washing equipment, coordinating both availability of parts and cleaning materials for assigned tasks and work order completions; responding to emergency service calls to recover equipment and support emergency operations; complying with all DTC safety policies and promptly reporting safety hazards; and performing other assigned tasks related to functional area of responsibility. Duties require a valid Commercial Drivers License. The incumbent may be required to lift up to 50 pounds as part of regular job performance..

EQUAL OPPORTUNITY EMPLOYER

" Employment Application must specifically address the skills referenced in this summary."

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in the methods, materials and tools utilized in the servicing and cleaning of vehicles, equipment and facilities.
(Applicants must detail all their experience in each of the following areas such as: types of vehicles, equipment and facilities serviced, cleaned and the materials and tools utilized).
2. Experience in applying manufactures' standards and specifications in the inspection of vehicles and identifying and documenting defects.
(Applicants must detail all their experience in each of the following areas such as: types of inspections performed utilizing manufactures standards and specifications and documents used to identify defects).
3. Experience in basic computer skills and use of Windows based programs.
(Applicants must detail all their experience in each of the following areas such as: computer programs used).

Condition of Employment:

- Must possess a Valid Commercial Drivers License.
- Must be able to lift up to 50 pounds as part of regular job performance.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in the Preferred Qualifications."

Req. # XXXXXX